Electronic Review for Building Permits Submission Standards

Table of Contents

New Submissions

- ❖ Plan sets, up to 100 MB in size, should be submitted as a single file

- ❖ Plan set files larger than 100 MB should be broken into smaller files by sub-discipline, which may contain multiple plan sheets per discipline per file

- ❖ Supporting documents, such as spec books, should be submitted as a single file

- ❖ All files should be categorized as "Electronic Plans" when submitting through the permit portal

- ❖ Each file should be submitted as a vector based PDF

- ❖ Orientation of the drawings should be landscape

- ❖ The Sheet Index should appear on the 1st sheet of the submission

    - o Sheet title and sheet number should match the Sheet Index

- ❖ The following items should appear on each sheet of the submission:

    - o North Arrow and Scale Bar
    - o Design Firm Name and Design Professional Seal
    - o Project Name
    - o File Name
    - o Original date of the drawings

- ❖ All illustrations and text needs to be legible

- ❖ **All submitted files must conform to the naming standards outlined below**

    - o Failure the appropriately name any file in accordance with the standards could result in unnecessary delays

Revised and Corrected Submissions

- ❖ Revision Date and Number should appear on all revised sheets

- ❖ Revisions should be submitted in the same scale as the original submission

- ❖ Revisions should be "Clouded" in contrasting lines

- ❖ **Revised/corrected sets should be submitted with the same name as the original submission, to ensure that the revised/correction submission is recorded as a new version of a previous submission**

Document/File Naming Standards

Files can be named with any text or descriptor of the submitter's choosing, so long as the leading indicator of the file name corresponds to the chart below:

- ❖ For full plan sets, that do not exceed 100 MB, use the following leading indicator followed by a dash ("-") to begin the file name:

Full Plan Set Designator	
A-	Full/complete set of drawings

- ❖ For plan sets that exceed 100 MB, break the plan set into sub-disciplines outlined in the following table, and use the corresponding leading indicator followed by a dash ("-") at the beginning of each file name:

Sub-Discipline Designators	
A-	Cover sheet/General
B-	Civil
C-	Architectural
D-	Structural
E-	Mechanical
F-	Electrical
G-	Plumbing
H-	Fire Protection

- ❖ Supporting documents, such as spec books and ComChecks, should use letters J through Z as leading indicators, followed by a dash("-") to begin the file name of the upload

Supporting Document Designators	
J-	ComCheck
K-	Spec Book
L-	Statement of Special Inspections
M-	Product Specs
N-	Geotechnical Reports
O-	Response Letters/Bulletins
P-…Z-	Other documents necessary for the review

Examples

Full Plan Set (less than 100 MB):

A-123 Elm Street Renovation.pdf

Plan Set (larger than 100 MB):

A-Acme Headquarters General.pdf
D-Acme Headquarters Structural.pdf
G-Acme Headquarters Plumbing.pdf
F-Acme Headquarter Eletrical.pdf

Supporting Documents:

I-New Build Project comcheck.pdf
J-New Build Project Spec Book.pdf